



ADMINISTRATIVE REGULATION

Department of
Correctional Services
State of Nebraska

NUMBER

201.11

PAGE

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RECEPTION, HOUSING,
CLASSIFICATION AND
PROGRAMMING OF
YOUTHFUL OFFENDERS

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SUMMARY of REVISION/REVIEW

Added language on page 3 regarding the collection of DNA. Add telephone on page 3 under 4th bullet. Attachment A will need updated if changes are approved.

APPROVED:

ROBERT P. HOUSTON, Director
Department of Correctional Services

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		<p style="text-align: center;">RECEPTION, HOUSING, CLASSIFICATION AND PROGRAMMING OF YOUTHFUL OFFENDERS</p>	

PURPOSE

It is the policy of the Nebraska Department of Correctional Services to house all male youthful offenders committed to the department in a specialized unit for youthful offenders. For the purposes of this policy, the Nebraska Correctional Youth Facility (NCYF) has been designated as the specialized unit for all male youthful offenders. Female youthful offenders committed to the department will be housed at the Nebraska Correctional Center for Women (NCCW) and will receive special attention and care as specified in Sections III. through VI. below.

GENERAL

Male Youthful Offenders:

Generally male youthful offenders committed to the Nebraska Department of Correctional Services, shall be received at the Diagnostic and Evaluation Center (DEC), and upon completion of initial processing transferred immediately to NCYF.

Female Youthful Offenders:

Female youthful offenders shall be received at NCCW

NCYF and NCCW, consistent with their function and the nature of their inmate population and programs, shall develop their own versions of this regulation within the limits and guidelines which follow. In addition to the following regulations by this policy, the NCYF and NCCW shall comply with all other established departmental policies.

This policy also provides that adjudicated delinquent offenders and youths charged with offenses that would not be crimes if committed by adults do not reside in any Nebraska Departmental of Correctional Services facility.

For the purpose of this policy, youthful offender shall generally be defined as any offender committed to the Nebraska Department of Correctional Services who is under the age of 19.

PROCEDURE

I. RECEPTION (MALE)

A. Upon admission of male youthful offenders, the following initial processing shall be completed at DEC:

- Determine that the inmate is legally committed to the department
- Thorough search of the individual and possessions
- Determine disposition of any personal property
- Showering and hair care, if necessary
- Issuing of clean, laundered clothing as needed
- Photographing and fingerprinting, including notation of identifying marks or other unusual physical characteristics

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- Initial medical, and mental health screening (Dental screening will be coordinated through NCYF staff).
- Assigning of registered number to the inmate
- Collect DNA sample and palm print if required by statute.

These procedures completed by the staff at the reception center shall be documented (Attachment A). Upon completion of the above listed procedures, appropriate male youthful offenders shall be immediately transferred to NCYF. While transportation is being arranged, male youthful offenders shall have no more than incidental sight or sound contact with offenders 19 years or older.

B. Upon transfer to NCYF, the following admissions procedures shall be completed:


- Issuing of clean, laundered clothing
- Assignment to housing unit
- Recording basic personal data and information to be used for mail, visiting list and emergency contact.
- Explanation of mail, telephone and visiting procedures
- Assisting in notifying the youthful offender's next of kin and families of admission
- Providing written orientation materials to the youthful offender.
- Information regarding sexual abuse/sexual assault (Attachment B), to include:
 - Zero tolerance standard regarding sexual contacts or acts within a correctional setting
 - Prevention/Intervention
 - Self Protection
 - Reporting Sexual Abuse/Assault
 - Treatment and Counseling

These procedures completed by staff at NCYF shall also be documented (Attachment A).

In accordance with established policy (Administrative Regulation 201.02 Inmate Classification and Assignment: Initial Classification, Reception and Orientation), a summary of admission report (classification study) shall be completed on all male youthful offenders by staff at the Nebraska Correctional Youth Facility.

II. HOUSING (MALE-NCYF)

To ensure safety and security, the NCYF will provide for the direct supervision of male youthful offenders consistent with Department policy. Generally male youthful offenders shall have no more than incidental sight or sound contact with offenders 19 years or older from outside the unit in living, program, dining, or other common areas of the facility. An exception to this will be in the school where offenders are placed based upon educational needs rather than age. Supervision in the school will be provided by both teachers and assigned custody staff. Any other sight or sound contact is minimized, brief, and in conformance with the applicable legal requirements. Any exception to this must be authorized in writing by the Director/designee.

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The following criteria will be considered as justification for offenders 19 years or older remaining at NCYF:

- A. The offender does not pose a threat to the safety, security, or good order of NCYF.
- B. NCYF has bed space available.
- C. NCYF has programming opportunities available to meet the specific needs of the offender.
- D. The offender is actively involved and benefiting from programs identified in his personalized plan.
- E. The offender's TRD is within six months.
- F. The offender does not exhibit a violent or predatory behavior toward others.

All male youthful offenders shall be housed at NCYF except when:

- A. A violent, predatory male youthful offender poses a risk of harm to others within the NCYF, or
- B. A qualified medical or mental health specialist documents that the youthful offender would benefit from placement outside of the NCYF.

In the event that a male youthful offender is housed outside of NCYF, a written statement of the specific reasons for said placement shall be prepared. This statement shall include the specific reasons for housing the youthful offender outside of the facility and a case management plan specifying what behaviors need to be modified and how the youthful offender may return to the facility. This statement of reasons and case management plan must be approved by the NCYF Warden or his/her designee. These cases shall be reviewed at least quarterly by the case manager, the youthful offender and the NCYF Warden or his/her designee to determine whether the youthful offender should be returned to the NCYF.

III. CLASSIFICATION (NCYF and NCCW)

Classification plans for male and female youthful offenders that determine a level of risk (custody) and program needs (personalized plans) developmentally appropriate for adolescents shall be completed. Classification plans shall include consideration of physical, mental, social and educational maturity of the youthful offender.

IV. PROGRAM SPACE (NCYF and NCCW)

Adequate program space shall be provided to meet the physical, social and emotional needs of male and female youthful offenders and allow for their personal interactions and group-oriented activities.

V. STAFF TRAINING (NCYF and NCCW)

Program personnel who work with youthful offenders at the NCYF and NCCW shall be trained in the developmental, safety, and other specific needs of youthful offenders. Written job descriptions and

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qualifications shall require training for staff specifically assigned to NCYF and NCCW before being assigned to work with youthful offenders. The training should include but not be limited to the following areas:

- adolescent development
- educational programming
- cultural awareness
- crisis prevention and intervention
- legal issues
- housing and physical plant
- policies and procedures
- the management of and programming for sex offenders
- substance-abuse treatment services
- cognitive-behavioral interventions, including anger management, social skills training, problem solving, and resisting peer pressure
- suicide prevention
- nutrition
- mental-health issues
- gender-specific issues
- case-management planning and implementation.

VI. RECEPTION/ORIENTATION AND HOUSING FOR FEMALE YOUTHFUL OFFENDERS AT NCCW

Every effort will be made to create living and program environments for female youthful inmates consistent with their individual needs and to safeguard them from the negative influence of older, more sophisticated, criminally entrenched inmates.

A. Reception/Orientation

1. Immediately following admission and processing into the institution, the youthful offender will be placed in a single room in the Diagnostic and Evaluation Unit until she is screened and assessed by mental health and case management staff.
2. Mental health and case management staff will determine the housing arrangements for the youthful offender during the orientation period. These arrangements may include a single room or sharing a room with one or more carefully screened and selected inmates.
3. During the orientation period, mental health and case management staff will meet with the youthful offender as often as necessary, but no less than once a week to assess the youthful offender's institutional adjustment.

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4. During the orientation period, the youthful offender may be involved in supervised programming, recreation and other activities with orientation inmates, as determined by the mental health and case management staff.

B. Housing and Program Placement

1. Based on the adjustment of the youthful offender during the orientation period and the information gathered by mental health and case management staff, a determination will be made by the Institutional Classification Committee as to the housing and program assignments of the youthful offender. Such housing and program assignments will be reviewed by the Assistant Warden and approved by the Warden.
2. Housing and program placement of the youthful offender may range from placement in a non-Department, secure facility containing only youthful offenders to placement in NCCW's general population with no restrictions. Particular consideration will be given to placement in NCCW's program units which are relatively isolated from the NCCW general population. Such units include the Parenting Unit, the Residential Substance Abuse Treatment Unit (SAU) and the Strategic Treatment and Reintegration Unit (STAR).

REFERENCES:

ATTACHMENTS

- A. NDCS Male Youthful Offender Reception and Orientation Procedures Checklist
- B. Inmate Orientation information Regarding Sexual Abuse/Sexual Assault

ACA STANDARDS

Adult Correctional Institutions standards (4th Edition): 4-4285 and 4-4286, 4-4306, 4-4307, 4-4308, 4-4309, 4-4310, 4-4311, 4-4312.